

## Job Openings October 1, 2021

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### RETAIL

#### **Retail Sales Clerk—Charleston, Kanawha City, Teays Valley, Cross Lanes, Madison, Elkview, Beckley, Oak Hill, Summersville, Lewisburg, Bluefield, Vienna, and Ripley**

PT: Stocks inventory, operates cash register & assists customers. High school diploma/GED preferred. Customer service experience helpful. Weekend and evening hours required. Hourly rate is \$11.00. 20HRS/WK.

#### **Third Key—Charleston, St. Albans, Cross Lanes, Vienna, and South Parkersburg**

PT: Acts as store leader in absence of store manager and assistant store manager. Responsible for opening and closing the store in the absence of the assistant store manager and store manager. Stocks shelves, counters, or tables with merchandise consistent with rotation schedule and store/department layout. Pulls out-dated merchandise from sales floor according to established procedures and prepares for salvage disposal. Sets up and arranges merchandise displays on counters or tables to promote sales. Hourly rate is \$12.00.

#### **Production Lead—Vienna and Summersville**

FT: Assist the supervisor to direct and coordinate activities of clients and personnel engaged in daily assignment in production through the territory. Must be able to schedule and control the daily working arrangements for specified group of employees. Valid driver's license and flexible hours required. 40HRS/WK. Hourly rate is \$14.50.

#### **Store Manager — South Parkersburg**

FT: Responsible for the overall operation, leadership, and performance of a Retail store including meeting sales goals and budgets. High school diploma or GED equivalent, minimum of 3 years related manager or supervisor experience. Must have valid driver's license. Beginning salary is \$40,000.00 annually.

### OPERATIONS

#### **eCommerce Clerk—Charleston**

PT: Enthusiastic Individual proficient in data entry and digital photography to work in a fast-paced environment. Must be able to work independently as well as being a team player. Previous online e-commerce experience preferred. Flexible hours required. 20-25 HRS/WK. Hourly rate is \$11.00.

#### **Material Handler-Beckley**

PT: Duties include the movement, storage, control and protection of materials, goods and products throughout the processes of cleaning, preparation, and disposal of all related donated goods. Warehouse environment including operation of baler, forklift, and similar equipment. Must lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. Hourly rate is \$11.86.

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ALL POSITIONS ARE SUBJECT TO BACKGROUND CHECK AND DRUG SCREEN. PAID LEAVE BENEFITS ARE AVAILABLE FOR BOTH FULL-TIME AND PART-TIME EMPLOYEES.

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## OPERATIONS (Continued)

### **Delivery Driver —Beckley and South Parkersburg**

FT: Drives truck with capacity of more than 3 tons, to transport materials to and from specified destinations, by performing the following duties. Drives truck to destination. Prepares receipts for donations picked up. Verifies load against shipping papers for stores. Completes retail sales order for goods delivered to stores. Maintains truck log, according to state and federal regulations. Maintains telephone contact with supervisor to receive delivery instructions. Loads and unloads truck and delivers goods in a timely manner. Inspects truck equipment and supplies such as tires, lights, brakes, gas, oil, water, cleanliness, and completes report daily. Work in an efficient manner to complete all tasks. Valid West Virginia Class D driver's license current DOT medical card required.

### **Logistics Supervisor—Beckley**

FT: Responsible for overseeing operations at warehouse or storage facilities to ensure that all incoming and outgoing inventory is processed according to schedule. Prepares schedules for warehouse associates, trains new employees, certifies on how to use machinery, and monitors compliance with safety standards. Produces reports on inventory of supplies and donations. Ensures that trucks are loaded properly to be sent to customers. High school diploma or GED, valid Class D driver's license, and safe driving record required. Experience in logistics, warehouse management, preferred. 40 HRS/WK. Hourly rate is \$17.50.

### **Donation Acquisition Representative—Charleston**

FT: Supports retail growth by ensuring sufficient supply of donations to meet retail demands by soliciting for corporate material donations and coordinating donated material drives. Beginning salary in mid \$30,000.00 range.

## BUSINESS SERVICES

### **Janitorial Services—Charleston**

PT: Keeps facility clean and orderly by performing various custodial duties. Must have reliable transportation. Different shifts are available.

### **Janitorial Services—Hurricane Rest Area**

Keeps all custodial and grounds maintenance tasks complete and up-to-date. Cuts and trims grass, and shovels snow with equipment provided. Monitor rest area grounds and pick up any litter. Maintain janitorial equipment and supplies to ensure economical use. Empties wastebaskets, and empties and cleans ashtrays. Cleans all sinks, commodes, and mirrors. All other cleaning and maintenance duties as assigned. Various shifts may include: 12 hour shift, weekends, overnight shift.

### **Evening Shift Janitorial Services—Parkersburg**

PT: Keeps facility clean and orderly by performing various custodial duties. Must have reliable transportation. Evening shift.

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**BUSINESS SERVICES (continued)**

**Janitorial: Floor Care Maintenance – Kanawha Valley**

(Scott Depot, Dunbar, Cross Lanes, South Charleston, Charleston Delaware Ave, Charleston MacCorkle Ave., Marmet, Elkview) PT 7 days per week—Night Shift: Will be responsible for the maintenance of all floor areas of large commercial grocery stores (various locations in the Kanawha Valley). Must be able to operate auto floor scrubber along with other equipment as needed. While performing the duties of this Job, the employee is regularly required to stand, walk. The employee must frequently lift and/or move up to 25 pounds. **\*\*The duties of this position are performed during overnight hours while the store is closed. Only applicants interested in working over-night shifts should apply.\*\***

**Janitorial: Floor Care Maintenance – Parkersburg**

PT 7 days per week—Night Shift: Will be responsible for the maintenance of all floor areas of large commercial grocery stores (various locations in the Parkersburg area). Must be able to operate auto floor scrubber along with other equipment as needed. While performing the duties of this Job, the employee is regularly required to stand, walk. The employee must frequently lift and/or move up to 25 pounds. **\*\*The duties of this position are performed during over-night hours while the store is closed. Only applicants interested in working over-night shifts should apply.\*\***

**Floor Care Technician—Charleston**

FT: Floor Care Technician will be responsible for the maintenance of all floor areas, and for sustaining high standards of cleanliness and sanitation. Will operate floor sweepers, buffers, strippers and various other equipment.

**Floor Care Supervisor—Charleston**

FT: Will oversee the performance of all Floor Care Technicians. Will be responsible for guiding crew on safety, quality and customer service expectations as well as adhering to a comprehensive floor schedule.

**Grounds Maintenance—Parkersburg**

PT: Keeps premises of grounds surrounding the buildings, structures or other commercial or institutional building in clean and orderly condition by performing the following: Cuts and trims grass and possibly trees, and shovels snow with equipment provided. Operates power lawnmowers and other types of machinery and equipment.

**Lead Janitor—WV Capitol Complex and WV Division of Highways (Dry Branch Rd.)**

FT: Supervise all aspects of janitorial staff providing direction and assistance where needed. Make sure all daily goals are completed. Day Shift.

**Business Services Area Operations Manager—Charleston**

FT: Under the direction of the Director of Business Services, provides quality assurance and customer service to maximize contract retention and promote development of additional work for the department. Work cooperatively with department director and site leaders, mission services staff, contract customers and contracting agency personnel and verifies contract specifications are met by monitoring scopes of work, obtaining customer feedback and resolving customer complaints.

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